

CITY COUNCIL RESOLUTION NO. 28-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHMOND DESIGNATING THE EMPLOYMENT AND TRAINING DEPARTMENT AS THE AMERICA'S JOB CENTER OF CALIFORNIASM (AJCC) OPERATOR AND CAREER SERVICE PROVIDER FOR THE CITY OF RICHMOND, WORKFORCE DEVELOPMENT BOARD (WDB)

WHEREAS, the Employment and Training is an existing City department that provides grant- funded workforce development services to Richmond residents via its RichmondWORKS and YouthWORKS programs and is staffed by civil service employees represented by SEIU Local 1021 and IFPTE Local 21 AFL-CIO management employees; both unions having language in their Memorandum of Understanding with the City of Richmond that prohibits the outsourcing of work represented by the bargaining units; and

WHEREAS, one of the funding sources that support the operations of the department is the Workforce Innovation and Opportunity Act (WIOA), with the City's general fund providing direct support of the Employment and Training AJCC staff; with implications of losing this support if City staff are not the service operators; and

WHEREAS, WIOA (Public Law 113-128) Section 121(d)(2)(A) states Local Workforce Development Boards are to procure AJCC service providers and center operators; and

WHEREAS, the City of Richmond has dedicated staff and funding to deliver these services to the citizens of Richmond for over 40 years with continuous success in funding performance and accountability, known by the State EDD and Workforce Development Board as a High Performing local area; and

WHEREAS, the City of Richmond and WDB has had a strong and distinctive relationship, providing high quality and essential workforce development services for the extremely diverse and unique Richmond community; and

WHEREAS, WIOA Section 107(g)(2) states that a Local Board may be designated or certified as a one-stop operator with the agreement of the Chief Elected Official (CEO) in the local area and the Governor; and

WHEREAS, the Richmond CEO will request a waiver of WIOA Section 121(d)(2)(A) provisions as provided in Proposed Federal Rules sub-section 678-635.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Richmond, as follows:

1. The forgoing recitals are true and correct.
2. The Employment and Training Department is the designated America's Job Center of Californiasm (AJCC) Career Service Provider and Operator for the City of Richmond, Workforce Development Board (WDB).
3. The Employment and Training Department shall carry out the functions described in WIOA section 134(c)(3)(A) (and any functions specified for the local AJCC service provider and operator under the WIOA or the provisions establishing a core program) for the designated local area, and any other applicable Federal or State law.
4. The Richmond City Council hereby approves and adopts the Richmond Local Workforce Development Board Recertification Request attached hereto as Exhibit "A" and incorporated herein by this reference ("Recertification Request").
5. This Resolution shall take effect immediately upon its adoption by the Richmond City Council.

I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held March 15, 2016, by the following vote:

AYES: Councilmembers Bates, Beckles, McLaughlin, Pimplé, Vice Mayor Martinez, and Mayor Butt.

NOES: None.

ABSTENTIONS: None.

ABSENT: Councilmember Myrick.

PAMELA CHRISTIAN
CLERK OF THE CITY OF RICHMOND
(SEAL)

Approved:

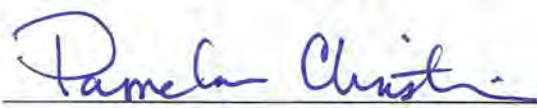
TOM BUTT
Mayor

Approved as to form:

BRUCE GOODMILLER
City Attorney

State of California }
County of Contra Costa : ss.
City of Richmond }

I certify that the foregoing is a true copy of **Resolution No. 28-16**, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on March 15, 2016.


Pamela Christian, Clerk of the City of Richmond

EXHIBIT"A"

City of Richmond Workforce Development Board
Recertification Request, Program Years 2016-18

(Behind this page)

Local Workforce Development Board Recertification Request

Program Years 2016-18

**Local Workforce Development Board
City of Richmond**

Local Board Recertification Request

This will serve as our request for Local Workforce Development Board (local board) recertification for Program Years (PYs) 2016-18 under the Workforce Innovation and Opportunity Act (WIOA).

If the California Workforce Development Board (State Board) determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your Regional Advisor for technical assistance or questions related to completing and submitting this request.

City of Richmond Workforce Development Board

Name of Local Board

330 – 25th Street

Mailing Address

Richmond, Ca.

94804

City, State

Zip

Sal Vaca, Director

Contact Person

510-307-8023

Contact Person’s Phone Number

March 30, 2016

Date of Submission

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Instructions: If additional pages were added to the Local Board Recertification Request, the page numbers may be updated by hovering over the gray box above, clicking, and then selecting Update Table on the top left corner.

Local Board Membership

Instructions

Enter the names of the local board members in the appropriate membership categories found in the tables below. If the Chief Local Elected Official has approved additional members, enter the information under the “ADDITIONAL MEMBERS” table. If an individual represents multiple categories, after the first time s/he is identified (subsequent to the first notation), please asterisk his/her name at all subsequent entries. Address any vacancies under “CORRECTIVE ACTION COMMENTS.” If additional rows are needed add a table following the membership type.

BUSINESS: WIOA Section 107(b)(2)(A) – a **majority** of the members of each local board shall be representatives of business in the local area, who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

- WIOA Section 107(b)(3) – the members of the local board shall elect a chairperson for the local board from among the representatives described in Section 107(b)(2)(A).
- Must include **two or more** members that represent small business as defined by the U.S. Small Business Administration.

Name	Title	Entity	Appointment Date	Term End Date
Xavier Abrams	Chairperson/ Branch Mgr./VP & WDB Vice-Chair	Mechanics Bank	06/16/2015	
Alex Gomez	Small Business/ Execu Director	WCC Business Development Ctr	05/16/2006	
Len Turner	Small Business/ Director	Richmond Contractors Resource Ctr. & Turner Const. Co.	09/13/2011	
Anders Swahn	President, CEO	Alion, Inc.	07/19/2011	
Nathan Tyler	CEO	NET Electric, Inc.	09/22/2015	
Ginny Kuhel	HR Manager	Gardener’s Guild	10/01/2008	
James Fitzgibbon	Regional School Administrator	Kaiser Permanente School of Allied Health	12/04/2012	
Joe R. Sorrano	President/Project Mgr.	Recycled Housing, Inc. / Tentmakers	06/09/2012	
John Troughton	Vice President	Kennedy Wilson	08/16/2006	
Michael Parker	Training Instructor	Rich. Progressive Alliance	04/03/2012	
Nicole Jalbert	Recruiting Mgr.	CLP Resources	09/22/2015	09/22/2017
Per Lorentzen	Construction Mgr.	Chevron	11/08/2014	
Rigo Mendoza	Owner	Rigo’s Auto Sales	09/13/2011	
Sandra Escalante	President & CEO	Lanar Electric Supply Co.	09/22/2015	09/22/2017
Uche Justin Uwahemu	President/CEO	CalBay Consulting Group, LLC	09/10/2013	

WORKFORCE: WIOA Section 107(b)(2)(B) – not less than **20 percent** of the members of each local board shall be representatives of the workforce within the local area, who— (i) shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; (iii) may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

- Must include **two or more** representatives of labor organizations, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives.
- Must include **one or more** representatives of a joint labor- management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

California Unemployment Insurance Code (CUIC) Section 14202(c) further requires and specifies that at least **15 percent** of local board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least 10 percent of the local board members shall be representatives of labor organizations.

Name	Title	Entity	Appointment Date	Term End Date
Margaret Hanlon-Gradie	Labor Organization/ Executive Director	Central Labor Council of CCC	10/07/2014	
Steve Bell	Labor Organization/ Senior Field Rep.	Carpenters Local 152	05/06/2014	
Tony Castillo	Registered Apprenticeship/ Union Representative	Laborers Training Center	01/20/2015	
Willie Hicks	President	Laborers Local 324	05/29/2007	
Bob Lilley	Asst. Business Manager	IBEW Local 302	03/2016	
Jane Fischberg	Executive Director	Rubicon Programs	01/01/2010	

EDUCATION AND TRAINING: WIOA Section 107(b)(2)(C) – each local board shall include representatives of entities administering education and training activities in the local area, who— (i) shall include a representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

- Must include at least one eligible provider administering adult education and literacy activities under WIOA title II.
- Must include at least one representative from an institution of higher education providing workforce investment activities, including community colleges.

Name	Title	Entity	Appointment Date	Term End Date
Valerie Garrett	Adult Education & Literacy/ Sierra Adult School	Adult Education	03/2016	
Kelly Schelin	Institution Higher Education/ Dean of Econ Development	Contra Costa Community College	03/2016	

GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT: WIOA Section 107(b)(2)(D) – each local board shall include representatives of governmental and economic and community development entities serving the local area, who— (i) shall include a representative of economic and community development entities; (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; (iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area; (iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the local area.

- Must include **at least one** representative of economic and community development entities.
- Must include **at least one** representative from the state Employment Service Office (EDD) under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area.
- Must include **at least one** representative from programs carried out under title I of the Rehabilitation Act of 1973, other than Section 112 or Part C of that title.

Name	Title	Entity	Appointment Date	Term End Date
Cassandra Youngblood	Economic & Community Dev/ Econ & Community Dev. Rep. / Acting President for WDB	Contra Costa County Employment & Human Services Dept.	3/19/2002	
Richard Johnson	Employment Service / Manager	EDD	03/2016	
Patrick Duffey	Rehabilitation Act of 1973/ Rehabilitation Supv	Dept of Rehabilitation	12/17/2002	

ADDITIONAL MEMBERS: WIOA Section 107(b)(2)(E) – each local board may include such other individuals or representatives of entities as the chief elected official (CEO) in the local area determines to be appropriate.

Name	Title	Entity	Appointment Date	Term End Date

CORRECTIVE ACTION COMMENTS:

Explain any vacant appointment(s) regarding the required membership composition only. Include the length of time the appointment(s) has been vacant, efforts made to fill the vacant appointment(s), and dates by which the vacant appointment(s) should be filled.

The Richmond Workforce Development Board will be meeting to finalize the selection of a Business Representative Chairperson; we expect to have the selection process completed by June 30, 2016.

COMPLIANCE WITH MAJORITY OF BUSINESS REPRESENTATIVES:

The table below will assist local boards determine compliance with WIOA Section 107(b)(2)(A), which requires that a **majority** of the members be representatives of business in the local area.

Instructions: Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	26
Number of vacancies currently on local board =	0
Total local board membership =	26
Total number of Business Representatives currently sitting on local board =	15
Number of Business Representative vacancies currently on local board =	0
Total local board Business Representatives =	15
Divide total local board Business Representatives by total local board membership =	57.69%
(Must be greater than 50%)	

COMPLIANCE WITH 20% OF WORKFORCE REPRESENTATIVES AND 15% LABOR ORGANIZATION REPRESENTATIVES:

The table below will help local boards determine compliance with WIOA Section 107(b)(2)(B), which requires not less than **20 percent** of the members be representatives of the workforce within the local area and compliance with CUIA Section 14202 which requires that at least **15 percent** of local board members be representatives of labor organizations unless the local labor federation fails to nominate enough members, in which case it is **10 percent**.

Instructions: Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	<u>26</u>
Number of vacancies currently on local board =	<u>0</u>
Total local board membership =	<u>26</u>
Total number of Workforce Representatives currently sitting on local board =	<u>6</u>
Number of Workforce Representatives vacancies currently on local board =	<u>0</u>
Total local board Workforce Representatives =	<u>6</u>
Divide total local board Workforce Representatives by total local board membership =	<u>23.08%</u>
(Must not be less than 20%)	
Total number of Labor Organization Representatives currently sitting on local board =	<u>4</u>
Total number of Apprenticeship Program Representatives currently sitting on local board =	<u>1</u>
Number of Labor Org/Apprenticeship Program Representatives vacancies =	<u> </u>
Total local board Labor Representatives =	<u>5</u>
Divide total local board Labor Representatives by total local board membership =	<u>19.23%</u>
(Must be at least 15%)	

Local Board Performance Accountability Measures

Instructions: Enter your local board’s negotiated levels of performance and actual levels of performance for PYs 2013-14 and 2014-15.

Performance Table				
Name of Local Area: <u>City of Richmond</u>				
Common Measure	Negotiated PY 2013-14	Actual PY 2013–14	Negotiated PY 2014–15	Actual PY 2014–15
Adult				
Entered Employment Rate	73.4	86.1	73.5	85.1
Employment Retention Rate	87.5	84.6	83.0	91.7
Average Earnings	15100.0	15872.0	14250.0	17608.8
Dislocated Worker				
Entered Employment Rate	76.6	91.7	75.0	76.6
Employment Retention Rate	87.3	86.4	85.0	97.6
Average Earnings	18200.0	19988.0	18300.0	20251.1
Youth (ages 14-21)				
Placement in Employment or Education	70.0	59.1	65.0	77.8
Attainment of a Degree or Certificate	42.7	34.8	51.5	71.0
Literacy and Numeracy Gains	33.0	20.0	40.5	50.0

Local Board Sustained Fiscal Integrity

The local board hereby certifies that it has not been found in violation of one or more of the following during PYs 2013-14 or 2014-15:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by State or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any Workforce Investment Act (WIA) requirement, such as failure to grant priority of service or verify participant eligibility; or
- **Gross negligence** - defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both; or
- **Failure to observe accepted standards of administration.** Local areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 Code of Federal Regulations (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and State guidance.
Highlights of these responsibilities include:
 - Timely reporting of WIA participant and expenditure data
 - Timely completion and submission of the required annual single audit
 - ***Have not been placed on cash hold for longer than 30 days***(In alignment with WIOA Section 106[e][2])

Local Board WIOA Implementation

Using the questions below, describe your local board's efforts toward implementing the following key WIOA implementation provisions and designing a better system for customers.

1. What activities have you undertaken to design a better system for customers? Specifically, describe any actions you have taken, or actions you plan to take, for the following topics:

- a. Developing new services:

Richmond Workforce Development Board (WDB), RichmondWORKS a proud partner of America's Job Center of Californiasm (AJCC), One-Stop Delivery System has developed new processes to provide WIOA career services while improving on customer service and tracking. We have developed a process that includes an effective flow of client services from Basic Career Services through Individualized and Training Services to Employment. Whether clients are enrolled for WIOA Basic Career Services or Individualized/Training Services, all have an opportunity to attend classes, workshops and discuss career pathways mapping with staff.

- b. Entering into collaborative partnerships:

The collaboration between the Richmond WDB and the City of Richmond offers a model of integrated and progressive workforce development programs. An important element of Richmond's workforce development program will continue to be its administration of WIOA funds. Although WIOA Title I funds are not sufficient to offer the broad range of services needed in the City of Richmond by job seekers and employers, the WDB has been tremendously successful in leveraging additional funding from partner agencies and from federal, state, local, and private sources to expand the scale and variety of its workforce training offerings. Continued expansion of private/public partnerships to grow the WDB's funding base will remain important and is a primary focus of our planning.

The Richmond WDB receives advance notice of new companies coming into Richmond through close contact with the City of Richmond Community and Economic Development Department. The Richmond WDB staff then meets with these companies prior to their arrival to learn about their needs, explain the services that are available to them through the WDB and RichmondWORKS AJCC, and build relationships for future collaboration.

The Richmond WDB is committed to building strong partnerships with employers, educational systems, unions, and community organizations; this commitment will result in better leveraging of existing resources, attraction of new resources, and identification of potential private/public funding opportunities. The WDB fully understands the importance of collaboration and has a long, mutually beneficial history of cooperation with K-12 educational institutions, Contra Costa Community College, local businesses and community-based organizations. We will continue to serve an essential role in bringing together partners to build an effective workforce system capable of advancing economic growth and creating shared prosperity for Richmond residents.

c. Creating innovative workforce development strategies in alignment with WIOA

The Richmond WDB will continue to use a variety of innovative strategies to provide WIOA services to the Richmond community. These include the approaches described below:

- **Preparing Skilled Workers for Employment in Competitive and Emergent Regional Industry Sectors.** In the area of adult job seekers, Richmond WDB is a core partner in a number of innovative projects that bring together industry and education partners to help participants overcome barriers to skill achievement and obtain employment in regional industries that pay well and are growing. Partnerships with in-demand industry sectors such as construction (including green technology), health care/medical, information technology, engineering, manufacturing, and transportation/logistics will contribute to economic growth and require WIOA workforce education and training in the next few years.
- **Integration of Business Services into the One-Stop System.** Employers are the primary customers of our WIOA One-Stop Delivery System. The Richmond WDB Business Services Unit continually monitors the needs of employers, including small businesses and entrepreneurs. Employers currently have access to consulting services through partnership with the Contra Costa County Small Business Development Center (SBDC). Local business can receive customized assistance from the Business Services Unit including recruitment services, screening of job applicants, and conducting interviews. These services will continue to be augmented to offer a full array of services for businesses. The WDB Business Services website was created to offer a variety of virtual resources to employers, such as a job board, access to business-related forms, and links to community business groups. The WDB employs an active engagement strategy to stay abreast of services needed by businesses. The WDB is actively involved with the Economic Development Community, EDD, the Chamber of Commerce, the Council of Industries, and businesses within the community.
- **Priority of Service for Adult Job Seekers.** The WDB is dedicated to reaching the most vulnerable of its population. A primary focus of the WDB is underprepared job seekers who are deficient in basic skills, have limited or no job experience, are new entrants into the workforce, and/or those whose limited skills do not align with job opportunities. We ensure that there is a thorough assessment of each individual in the areas of basic skills and address other areas where they might need support, such as education, training and transportation. We also refer individuals to community-based organizations that provide needed social services, including housing, health, mental health, domestic violence services, substance abuse treatment, and childcare and related children's services. The majority of WDB programs have a soft skills component to ensure that the under-prepared or displaced job seeker can successfully apply and interview for jobs. Job Seekers with limited English speaking ability are served by One-Stop Center staff and partners and are referred to

appropriate ESL community resources. Basic Career Services are available in English and Spanish, and other languages as needed for all job seekers who are 18 years of age or older and have the right to work in the United States. Richmond WDB has collaborated with EDD to develop effective procedures for reception and intake that incorporate priority service provision for veterans who are eligible for Wagner-Peyser labor exchange services. Local Veterans Employment Representatives/Disabled Veterans Outreach Program Services (LVER/DVOPS) are co-located at the comprehensive RichmondWORKS AJCC. Staff at the reception desk have been directed and trained to refer the appropriate individuals to these representatives. To assist clients who are in need of additional services, LVER/DVOPS staff has been cross-trained and familiarized with other services available through the RichmondWORKS AJCC to which their clients can be directed.

- **Providing and Expanding Academic Support Services.** The WDB partners with several non-profit and government agencies to provide direct services related to education support for academically challenged participants. We combine these services with an innovative emphasis on community service. The WDB will work to expand the resources available for these services, which will include strengthening partnerships with local post-secondary providers, developing college mentorship service programs to provide both preparation and support for college bound participants, and expanding access to post-secondary career technical educational services.
- **Cohort Trainings.** (Learning strategies designed to enable participants to pursue coursework with the same classmates over a fixed period of time) will allow the WDB to train more people in a short period of time and with a higher level of success, because of the environment that exists not only during the training period, but also during job search and initial employment. Cohort trainings that are under consideration include: project management, business computer applications, phlebotomy, X-ray/Sonography, transportation and logistics, warehouse, HVAC, and construction pre-apprenticeships.
- **Incumbent Worker Training.** Existing Non-WIOA funding will be leveraged along with Small Business Administration dollars to assist local manufacturers in training existing employees. A key requirement of this program is that participating businesses must articulate a clear need or gap in their current workforce skills mix. These gaps are typically addressed by sourcing appropriate trainers from local community colleges and universities. Because of the demonstrable need, the immediate impact of Incumbent Worker trainings on skills gaps is virtually assured.
- **Demand-Driven Training.** The WDB will continue to work closely with its business and education partners to develop demand-driven training programs.
- **Designing Programs that address the needs of the Youth populations.** The Richmond WDB AJCC will meet the needs of the in-school and out-of-school youth populations through the

delivery of Basic, Individualized and Training career services. Information regarding RichmondWORKS AJCC services is being sent to the appropriate agencies and organizations that serve our diverse youth population. Special community events, such as Job Fairs or Job Search clinics, are held that focus on one or more of these subgroups.

d. Redesigning service delivery

In preparation of WIOA service integration, RichmondWORKS AJCC has established an effective flow of services that ensures that all who enter the AJCC receive some type of WIOA funded career service. This integrated flow of services includes: Orientation, Assessment, Career Counseling, Literacy Assistance, Individual Career Planning and Training (Exhibit A). New classes being developed to present in the RichmondWORKS AJCC include: CalJOBS Skill/Occupation Training Workshop, Job Club, Interviewing Techniques and Dress for Success.

e. Other WIOA transitional activities to design a better system for customers.

The Richmond WDB staff members meet monthly to ensure that the redesigned RichmondWORKS AJCC One-Stop Delivery system is working for Career Center staff and clients alike. A major WIOA transitional activity included in the redesign was to incorporate the Wonderlic GAIN (on-line/paperless) skill assessment into the AJCC orientation process. This initial assessment will ensure that all clients interested in Individualized and Training services are accurately assessed regarding, skill levels, priority of service and basic skills deficiency. One-on-One Career Counseling has also been incorporated into the Individualized Career Services model to provide counseling to clients who just need a little direction to continue their job search or guide clients interested in individualized and or training services.

In the RichmondWORKS AJCC ongoing effort to include AJCC partners in the redesign of the Richmond WDB AJCC system, we have ongoing discussions about how partners can support the career pathways portion of the system redesign. Contributions from EDD, Contra Costa Community College and Contra Costa Health and Human Services Department have enabled us to increase the outreach services for the populations they serve. This collaboration has increased the number of job seekers from the Community College, CalWORKS, Adult Education, and EDD.

2. What steps have you taken to implement the new WIOA youth program requirements, including the 75 percent out-of-school youth and 20 percent work experience minimum expenditure requirements?

As part of our vision for the future of Workforce Development within the City of Richmond, the Richmond WDB Youth Program known as YouthWORKS continues to provide a variety of education and training opportunities that support a skilled young adult workforce and provide youth with the opportunity to achieve their career goals through education and workforce training.

Although WIOA program requirements are focused on supporting the Out-of-School Youth (OSY) population, Richmond WDB is dedicated to producing successful outcomes for the WIA In-School youth participants that were grandfathered into WIOA. The goal is to influence the in-school youth population with the importance of education through presentations, activities, and trainings that show young people how education leads to employment, by presenting examples of different career pathways, and demonstrating how student choices contribute to their success. The WDB YouthWORKS program staff and partners will also provide quality academic support to enrolled youth participants that will ensure they increase their daily attendance, and improve their GPA. For students with individualized service plans, staff will provide both the support and the expectation that these plans include a post-secondary academic component.

The YouthWORKS program is currently serving a low number of OSY. As stated in the WIOA Youth Program Requirement Directive, Richmond WDB is using this first year of WIOA implementation (July 1, 2015, through June 30, 2016) to align its youth program design to increasing recruitment and outreach to move towards meeting the 75 percent OSY expenditure and the 20 percent work experience minimum expenditure requirements. This strategy has included the following:

- **YouthWORKS Program AJCC Operational Redesign.** YouthWORKS AJCC staff has created a flowchart designed to streamline services and move participants quickly into the Basic Career and/or Individualize Career service pipeline (Exhibit B). The Youth Program facility has been updated to include a larger Academic Success Center designed to provide comprehensive tutoring and study skills training. The multipurpose room has been designed to host a variety of WIOA youth element focused workshops. The YouthWORKS's AJCC Career Center has been updated to include post-secondary institutional information.
- **Out-of-School Youth Recruitment Strategies.** As a primary strategy, YouthWORKS AJCC staff is using the CalJOBS data tracking system to identify and contact OSY job seekers in the local area to inform them of current activities at their local AJCC Career Center. The Richmond WDB is currently building a stronger partnership with the West Contra Costa Unified School District (WCCUSD) to connect Richmond's OSY from the Sylvester Greenwood (Continuation) Academy to services provided by the WDB WIOA programs. The WDB understand the importance of connecting to these and other organizations as part of our regional career pathway approach which has been developed to provided credit recovery, supportive services, career guidance, workshops, and effective referrals to OSY program participants at multiple stages of the one-stop service delivery system. Richmond WDB staff has met with many community-based organizations to brief them on the new WIOA requirements to help them refer clients appropriately.
- **Direct Entry to Employment Strategies.** WDB has entered into a two-year collaboration known as RichmondDESIGNS with the Center for Cultural Innovation, a non-profit corporation. Through this collaboration, (20) OSY program participant will be placed in subsidized employment worksite agreements within the Creative Arts Industry. After participants

complete 100 hours of subsidized employment, hiring employers have agreed to transition participants to permanent employment at a minimum of 6 months.

Annually, the Youth Council and YouthWORKS staff have brought together employers and educators to develop opportunities for young people to be exposed to various career options through the local, community-supported Summer Youth Employment Program (SYEP). Richmond's SYEP is a subsidized summer employment opportunity that, in this year's cohort, will employ 150 participants between the ages of 16-24 into 5 job categories (administrative, manufacturing/outdoor, recreational, early childhood education, and retail) for up to 100 hours. By leveraging funds from local supporters (including businesses, corporations, organizations, agencies, and individuals), the WDB YouthWORKS Program is able to offer meaningful, career path opportunities to local youth. Placement opportunities are based on the participant's interests, abilities, and goals with options that include urban farming, health/hospitals, and banking/finance. On a year round basis, the youth program will offer field trips, project-based learning, job shadowing, internships, and other formal work-based learning opportunities. OSY who have the opportunity to be exposed to a range of career opportunities make better choices about which career field to prepare for, are more likely to graduate, and are better prepared for post-secondary education and training that will lead to a meaningful career. This summer the WDB youth program will be collaborating with Rising Sun's California Youth Energy Services to train and employ young adults ages 15-22 to provide energy and water conservation assessments and installations to local residents for approximately 12 weeks through-out the summer. The City of Richmond will subsidize approximately 80 hours of paid work experience and Rising Sun will pay the remaining balance.

Developing In-Demand Sector Partnerships to bring OSY into the workforce will be an essential part of implementing the new WIOA youth program requirements. The Richmond WDB continually assesses trends in business and industry to predict what skills will be needed by in-demand sector employers. WDB one-stop delivery staff use a number of strategies to prepare its OSY participants to achieve the right skills needed to enter the workforce. Some of these strategies include:

- **Strengthen Linkages between Post-Secondary Education and Training.** College and career academies provide a tremendous resource for helping students enter the workforce and prepare for further training to enable them to obtain well paid employment in priority sector industries. The WDB will work with adult education, college, and employer partners to strengthen the articulation between career academies, post-secondary education, and training.
- **Continue to expand paid and unpaid work experience opportunities through placement of youth in internships and job shadowing opportunities.** Youth are placed in work sites and participate in informational interviews and mock interviews with local employers as a part of career exploration and pre-employment skill development. Preparation for unsubsidized employment opportunities will be provided to youth who have the option to attend part-time institutional job readiness training, limited intern work experience, and on-the-job training opportunities.

- **Continue to Leverage additional funding for OSY workforce training.** Richmond WDB has made raising funds for youth employment training a high priority. Costs of youth employment training are currently paid through locally raised funds, the City's General Fund, and corporate and individual contributions.

3. What actions have you taken to procure America's Job Center of CaliforniaSM (AJCC) operators (unless granted a waiver under WIOA Section 121[d][1][A])?

Richmond WDB will request a waiver under the above-referenced section of WIOA. The City of Richmond is the governing official for the Local Area and operates as a separate entity from the Local Workforce Development Board. The City of Richmond has annually signed an MOU with the WDB to allow its Employment and Training Department to operate the RichmondWORKS AJCC for the WIA and now WIOA Title1 Adult, Dislocated Worker and Youth programs. The fiscal department for the Employment & Training department is operated separately of the Workforce Development Board and the City of Richmond's Finance Department. A clear firewall exists between the Department and the Workforce Development Board.

Staff operating the RichmondWORKS AJCC are civil service employees represented by SEIU Local 1021 and IFPTE Local 21 AFL-CIO management employees and both unions have language in their Memorandum of Understanding with the City of Richmond that prohibits the outsourcing of work represented by the bargaining units. In addition, the City of Richmond provides direct General Fund support for the RichmondWORKS staff and that support will be lost if city staff are NOT the operators of One-Stop services. The financial impact will exceed \$500,000 on an annual basis and the loss funding will directly and severely impact the level and quality of services for area job seekers.

Richmond WDB's strong and distinctive relationship with the City of Richmond was developed in response to the urgent need for workforce development services for its residents. The demographic makeup of the City of Richmond is extremely diverse and unique to West Contra Costa County. Richmond has a high percentage of unemployed persons and those living in poverty. Information from the U.S. Census Bureau showed in the 2012 census, an estimated unemployment rate of 39.7% for youth between the ages of 16 and 24. This is more than 70% higher than the U.S. rate of 23.2% for the same period. The overall unemployment rate as of December 2012 was 13.3% compared to a state unemployment rate of 9.8% for December 2012. The City of Richmond is heavily impacted by poverty—the rate of 19.2% for the city as a whole is more than 40% higher than the national average; several neighborhoods in Richmond have even higher rates – the poverty rate in central Richmond is above 25%. The city includes a large proportion of African American residents, and the proportion of Hispanic residents has grown substantially during the past decade.

An essential component of the Richmond WDB vision is its close working relationship with the City of Richmond, which enables it to significantly magnify its impact on the local economy and

workforce. The WDB will continue to build on its dynamic and mutually beneficial relationship with elected officials and departments in the City of Richmond to align strategies and resources. Examples of our partnership with the City include participation in developing local hiring ordinances that benefit local workers, participation in setting the terms of contracts between local businesses and the City, and obtaining a broad range of local economic information (for example, sales tax receipts) that enable the RWIB to respond effectively to economic trends in the City.

4. What actions have you taken to procure AJCC career service providers (unless granted a waiver under WIOA Section 107[g](2))?

Richmond WDB will be requesting a waiver as provided in Proposed Rules sub-section 678.635.

5. Describe your efforts to comply with the Uniform Guidance requirements.

Richmond WDB and staff are continuously working to meet the Uniform Guidance requirements itemized in TEGL No.15-14. WDB staff has begun updating all One-Stop Delivery policy and procedures to incorporate all WIOA CFR citations. WDB Fiscal and Procurement staff have attended Financial and Administrative Convening and Training presented by the DOL, December 2015. As a result of this training, staff will begin reviewing and changing existing policy as follows:

- Update financial review policy to include a quarterly budget to actual and trend analysis for each budget line item. This will include a crosswalk of the financial data to the program outcomes.
- Update the procurement policy to incorporate the new provisions governing performance-based awards as outlined in the Uniform Guidance.

6. Describe your efforts to negotiate and establish Memorandums of Understanding with partners in the AJCCs. What challenges are you facing?

Richmond WDB is in the process of developing RichmondWORKS AJCC partner Memorandum of Understanding (MOU) in accordance with WIOA/EDD Directive, wsd15-12. The draft MOU has been developed with the understanding that the verbiage is subject to change based upon issuance of the final WIOA regulations or further guidance from Department of Labor (DOL). The draft MOU is incorporated in Exhibit C of this document. The draft MOU will be presented to the WDB and Chief Elected Official for final approval. In accordance with WIOA Section 121, Richmond WDB will negotiate the shaping of how the one-stop services are delivered within the Local Area.

RichmondWORKS AJCC will serve as the comprehensive universal access AJCC for the Richmond Local Area. The following WIOA required partner elements are included in the Draft MOU:

WIOA Title I Adult, Dislocated Worker, & Youth	Community Services Block Grant
WIOA Title II Adult Education and Literacy	Housing & Urban Development
WIOA Title III Wagner-Peyser	Unemployment Compensation
WIOA Title IV Vocational Rehabilitation	Temporary Assistance for Needy
Title V Older Americans Act	Families/CalWORKs

Job Corps Veterans Second Chance	Carl Perkins Career Technical Education TAA Services
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The WDB “umbrella” MOU has been drafted to act as a functional tool as well as visionary plan for how the WDB and RichmondWORKS AJCC partners will work together to create a unified service delivery system that best meets the needs of Richmond residents. The draft MOU has been designed to incorporate the three major components itemized in the directive; sharing customer, services and costs when possible. Because a majority of the infrastructure costs are provided by the City of Richmond, the WDB has decided to add the component of “in-kind” shared costs to alleviate any undue financial stress “shared costs” may place on its partners.

Service Collaboration & Resource Sharing Phase - Richmond WDB has begun to work with all of its partners to finalize the draft MOU agreement as it relates to shared services and customers. It is our shared goal to have phase I completed no later than June 30, 2016. The final phase of resource and cost sharing will be completed by December 31, 2017.

- Describe your efforts to develop sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.

In its efforts to develop sector-based initiatives that focus on the needs of businesses and job seekers, the Richmond WDB continually identifies growth sectors in the economy, along with workforce composition, employment opportunities, and education and training trends. Through this research, Richmond WDB has been successful in working with partners in an array of programs designed to prepare youth and adults for employment in the local and regional in-demand sectors. These programs include:

- The Environmental Workforce Development Job Training program, providing local residents with training in environmental remediation;
- The Kaiser School of Allied Health and Contra Costa Community College partnerships have been successful in combating a major skills gap in the priority sector of health/medical; the schools provide preparation classes in Radiology and other Health/Medical related programs.
- The college and career academies programs operated by West Contra Costa Unified School District, which include themes such as Health, Information Technology, Law, Media, Engineering, Hospitality, ACET (Architecture, Construction, Engineering and Technology), Biotechnology, GEET (Green Engineering and Energy Technology Pathway), Environmental Studies, and Creative and Performing Arts;
- The Stride Center, which offers highly successful training in information technology;

- The FLOW (Forklift, Logistics, Operations, and Warehousing) program at Contra Costa College is designed to prepare workers for rapidly growing opportunities in transportation and logistics in the region.

Richmond WDB continues to work closely with all components of the regional education system to address the needs of workers and priority-sector employers. WDB collaborates with the colleges and career academies operated by the West Contra Costa Unified School District (WCCUSD) to develop career pathways that meet the needs of local industry. In addition, we maintain strong alignment and cooperation with Contra Costa Community College in the development and provision of career pathways, including basic education and sector specific trainings provided directly to WDB WIOA program participants under the cohort model.

Included in our efforts to develop career pathways in high demand industries in coordination with education, WDB staff are collaborating with representatives from Contra Costa Community College and employers from in-demand sectors to create career pathways that are understandable, navigable, and result in an increased number of Richmond residents obtaining skills that give them access to living wage jobs. The goal of these ongoing meetings is to:

- Identify key industries that are hiring within the local area and region
- Build partnerships with high demand employers
- Have all partners including Richmond WDB, Contra Costa College, and employers participating in the design of a viable career pathways collaborative program.

Richmond WDB is also dedicated to retaining and strengthening an active connection with the City of Richmond and the City's planning process. The Richmond WDB has a strong partnership with the City of Richmond planning department that has resulted in the WDB's ability to anticipate upcoming city projects several months or years in advance and develop career pathways that match future opportunities.

8. Describe your efforts to adopt, implement, and promote the AJCC brand.

The Richmond WDB has been involved in an ongoing effort to promote the AJCC brand within our local area; both the board and the One-Stop Delivery System staff have embraced the mission, vision and values incorporated in the branding of the AJCC logo.

The co-branding of "*RichmondWORKS a proud partner of America's Job Center of Californiasm*" has been established to allow RichmondWORKS One-Stop Career Center to maintain its original brand identity while being consistent with the statewide and nationwide career center network brand. The brand is currently being used in accordance with the guidelines and permissions set forth by the California Workforce Development Board.

In order to ensure that the public has a quick and easy method of identifying that the services provided at the One-Stop location are provided by a WIOA America's Job Center, the Richmond

WDB has placed the logo on all public entrances to the One-Stop. The RichmondWORKS AJCC logo has also been placed on its press releases, brochures, advertisements, reports, and other documents describing projects and programs funded in whole or in part with WIOA funds.

The America's Job Center logo is not being used in any manner that would imply that the State of California endorses a commercial product, service, or activity.



Local Board Assurances

For PYs 2016-18, the local board assures that it will:

- A. Comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in Title 2 CFR Parts 200 and 2900 (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include:

- The local area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The local area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the local area to potential cash hold (Title 2 CFR Section 200.338).

- B. Do financial reporting in compliance with federal and State regulations and guidance.

Highlights of this assurance include:

- Reporting will be done in compliance with Workforce Services Directive WSD12-3, Quarterly and Monthly Financial Reporting Requirements.
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive WSD09-12, WIA Closeout Handbook.

Note that failure to comply with financial reporting requirements will subject the local area to potential cash hold. (Title 2 CFR Section 200.338)

- C. Expend funds in accordance with federal and State laws, regulations, and guidance.

Highlights of this assurance include:

- The local area will meet the requirements of State Senate Bill 734, to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (CUIC Section 14211).

- The local area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).
- D. Select AJCC operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
- E. Collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. Comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. Comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- H. Give priority of service to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter 10-09*).
- I. Comply with Assembly Bill (AB) 1234 and ensure that local members receive ethics training every two years. AB 1234 requires local boards to consult with the California Fair Political Practice Commission (FEPC) and the California Attorney General's office regarding the content of the ethics training course they can use. Local boards may consider using the free, two-hour, on-line ethics training course available from the FEPC, at fppc.ca.gov/index.php?id=477.
- J. Comply with the conflict of interest provisions of WIOA Section 107(h).

Signature Page

By signing below, the local CEO and local board chair request local board recertification. We certify that the local board appointed local board members as described in WIOA Section 107(a),(b), and (c), performed successfully and sustained fiscal integrity during PYs 2013-14 and 2014-15, and developed and implemented strategies to improve and continuously strengthen the workforce development system in accordance with WIOA. Additionally, we agree to abide by the local area assurances included in this document.

Instructions: The local board chairperson and local CEO must sign and date this form. Include the original signatures with the request.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

Cassandra Youngblood
Name

Tom Butt
Name

WDB Chairperson
Title

Mayor
Title

March 28, 2016
Date

March 28, 2016
Date
